



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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September 15, 1994

## Claims Policy Changed

Effective with shipping lists dated October 3, 1994, selective depository libraries will no longer be restricted to claiming publications on the "Claims Core List." All depositories may claim any missing publications following established claims procedures, beginning with shipping lists dated October 3, 1994.

**Please adhere to the existing policy for claims, using the Claims Core List, for shipping lists dated prior to October 3, 1994.**

The following guidelines will apply in implementing the new policy:

- ▶ Claims must be submitted within 60 calendar days from the date on the shipping lists.
- ▶ LPS will honor claims only for publications selected by the claiming library.
- ▶ At LPS' discretion, the claims copy supplied may not necessarily be in the format initially distributed.
- ▶ Claims for paper publications, electronic publications, and GPO-distributed microfiche publications must be submitted to GPO.
- ▶ Claims for contractor-distributed microfiche are filled by the contractor and must be sent to the address on the contractor-supplied shipping lists.
- ▶ Resources will first be allocated to satisfying the initial distribution requirements; only then will the remaining stock be used to fill claims.
- ▶ LPS will continue to make every effort to make complete and accurate initial distribution.
- ▶ LPS will keep the depository community informed concerning developments in the claims operation.

- LPS will return the claims to the library with either the publication or the reason why the claim could not be filled.

All care will be taken to acquire adequate numbers of copies, but if the claims copies are exhausted and additional publications cannot be obtained, the library will be notified via a returned claim marked with the "claims copies exhausted" stamp.

If your library is experiencing difficulty receiving a publication or series of publications on a regular basis, please contact the Depository Distribution Division at (202) 512-1014 to have the problem researched by LPS staff. If your records indicate that you should be receiving a specific item number, but LPS is returning claims forms indicating your library is not selecting the item number, please contact the Depository Administration Branch at (202) 512-1153 to allow staff to check the status of the item number for your library.



## Upcoming Meetings

**Fall Council Meeting**  
**Portland, OR**

**Oct. 24-26**

**Spring Council Meeting**  
**and**  
**Federal Depository Conference**  
**Washington, DC**

**Apr. 10-14**

**Interagency Depository**  
**Seminar**  
**Washington, DC**

**May 3-10**

## You Can Help Plan the 1995 Federal Depository Conference

The 1994 Federal Depository Conference has been called "the best," "the most useful," "most varied and comprehensive," continuing education program that many documents librarians have ever attended. This success was due in large part to the participation by practicing documents librarians in creating the agenda of topics, identifying speakers, and serving as coordinators for the Conference.

Once again, the Library Programs Service (LPS) is seeking volunteers from the depository community to serve as coordinators to identify topics and speakers for the 1995 Federal Depository Conference. The following suggestions have already been made:

- Agency demonstrations of their electronic products. Specific agency speakers and products need to be suggested.
- Panel discussion on providing public access to the Federal Bulletin Board and GPO WAIS. Volunteers from various types of libraries to cover service policies and technical aspects (direct or modem Internet access, hardware and software, etc.) are required.
- International material in the Federal documents collection, e.g. population sources, international trade, and health issues.
- Panel discussion with several agencies and their documents librarian liaison.

More ideas are needed to create a conference as successful as the 1994 Federal Depository Conference. The 1995 conference, regional meeting, and Depository Library Council will be held in the Washington, DC metropolitan area during the week of April 10-14, 1995.

If you would like to volunteer as a speaker, program coordinator, or serve as an "electronics" technical assistant, please contact Sheila McGarr by telephone on (202) 512-1119; by fax on (202) 512- 1432; or by e-mail on <inspect@access.digex.net> no later than September 30.





## **8th Annual Interagency Depository Seminar Announced for May 1995**

The 8th Annual Interagency Depository Seminar will be held in Washington, DC from May 3 through May 10, 1995. The week long seminar will consist of an overview of various agencies' information products and activities as they relate to Federal depository libraries. The seminar is being sponsored by several agencies, including:

- the Bureau of the Census
- the Bureau of Labor Statistics
- the Copyright Office
- the Office of the Federal Register
- the Patent and Trademark Office,
- the Government Printing Office, and more to be announced.

The Interagency Depository Seminar is the most comprehensive introduction to U.S. Government information now offered. It is aimed at new documents librarians with **basic** working experience in a depository. In the seven years that it has been offered, the seminar has become extremely popular with the documents library community. As attendance must be limited to sixty-five librarians, preference will be given to those librarians who have not previously attended the seminar and whose libraries are located outside the Washington, DC metropolitan area.

Costs for the seminar are being kept as low as possible. A \$10.00 registration fee will be the only charge. Librarians attending the seminar must cover their own travel and subsistence expenses, as no government funds are available for that purpose.

Prospective attendees should **complete the registration form on the next page and mail it, along with a check for \$10.00** made out to "GPO Cafeteria Service," to the Library Programs Service by January 31, 1995. Librarians who are officially registered for the seminar will be notified by mail. If you have any questions about the seminar, please contact the Chief, Depository Services, by telephone on (202) 512-1119; by FAX on (202) 512-1432, or by e-mail at <inspect@access.digex.net>.

### **Accommodations**

As May is a peak tourist period for Washington, accommodations can be very hard to find. A block of suites has been reserved for the seminar participants at the St. James Hotel. The hotel is located at 950 24th Street NW, Washington, DC. This hotel is in a good section of the city, one half block from a Metro station. Attendees can take the Metro train to Union Station, which is about a block from GPO.

Participants may choose to stay at another area hotel. Various travel directories list rates and hotel locations.

A complete suite (bedroom, kitchen, complete with china and cookware, and dining area) is available for \$113.00 per night for single or double and \$15.00 each for a third person. If you wish to reserve a suite at the hotel, you should call as soon as your seminar reservations are confirmed by GPO.

The phone number of the reservation desk at the St. James Hotel is (202) 457-0500. Please tell the reservation clerk that you are attending the GPO seminar and quote the above room rate. If you are interested in sharing a suite with 1 or 2 librarians attending the seminar, you may call John Tate at GPO: (202) 512-1109. Mr. Tate will try to match up roommates.

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**Registration Form**  
**1995 Interagency Depository Seminar**

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Mail to: Chief, Depository Services  
Library Programs Service (SLLD)  
U.S. Government Printing Office  
Washington, DC 20401

**Mail By: January 31, 1995**

- ☐ I would like to attend the May 3-10, 1995 Interagency Depository Seminar.
- ☐ I need lodging and will contact the hotel directly.
- ☐ I have not previously attended a GPO sponsored seminar.
- ☐ Enclosed is my check for \$10.00 payable to "GPO Cafeteria Service".

Please type or print clearly:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Library/Office

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Telephone (include area code)

## **Cataloging Branch Profiles: Dearnbarger, Ford, Garner**

**Dennis Dearnbarger** joined the Library Programs Service as a monograph cataloger in 1989. Part of his duties include processing name authorities in cooperation with the Library of Congress for inclusion in the national online name authority file. Last year he was the technical advisor for a cataloging contract project on GPO cataloging practices.

Dennis earned a Bachelor of Arts degree in political science from Eastern Illinois University. He received his Master of Science in Library Science degree at the University of Illinois (Urbana-Champaign). While in Champaign, he was a newspaper librarian, using an in-house automated system to create subject entries to newspaper articles, among other duties. The newspaper participated in a community data-sharing project, sending the subject entries and abstracts to vicinity libraries.

At the National Air and Space Museum Dennis helped prepare index entries of the museum's archives and worked on a user's guide to MARC-AMC. Dennis was a cataloger and participated in other duties at the National Aeronautics and Space Administration headquarters library. He was at NASA when the NASA libraries went online with the ARIN public access catalog. He participated in the data transfer activities involved in converting to an online public access catalog and in introducing the catalog to both staff and patrons.

Dennis maintains an active membership in the American Library Association, especially the Government Documents Round Table (GODORT). He is also a member of the District of Columbia Library Association.

**Tony Ford** has been a cataloger of government documents at GPO since November, 1985. During this time he has cataloged both monographs and serials and has acted as liaison to OCLC, resolving system problems. He has also trained catalogers in the use of the PRISM software.

From 1991 to 1994, Tony provided user assistance on the Federal Bulletin Board to depository librarians. He acts as liaison to the United States Supreme Court for Project Hermes, the online distribution of Supreme Court documents in electronic format which are made available through the Federal Bulletin Board.

From 1980 through 1985, he was a contract employee at several Federal libraries, including the NASA Headquarters Library, where he was involved in reference, cataloging, and circulation. He also has experience in law libraries.

Tony has a B.A. in English from Baldwin-Wallace College and an M.S. in Library Science from Case Western Reserve University. He has recently been taking courses in computer applications at the George Washington University Center for Continuing Education and Workshops.



**Glenna Garner** joined the Library Programs Service in January 1990 as a monograph cataloger. Before arriving at GPO, Glenna was a volunteer at the Career Information Center of Gallaudet University in Washington, D.C. She has 27 years of varied experience in the library world, including stints at the Dept. of the Interior, National Atmospheric and Oceanic Administration, the College of Library and Information Services at the University of Maryland, and the Library of Congress.

Glenna received a B.S. degree in library science from Gallaudet College (now Gallaudet University) in 1966, then a certificate in teaching for the deaf from Western Maryland College in 1977. She earned a Master of Library Science degree from the University of Maryland in 1985. While at the University of Maryland, Glenna conducted a project to create two directories, the Directory of Deaf Aged in America and the Directory of Coordinators for the Handicapped in Federal Agencies, which were later donated to the Information Center and to the Career Information Center of Gallaudet University, respectively.



## **Readers Exchange**

### **Su-Port Documents Librarians of Summit and Portage Counties (Ohio)**

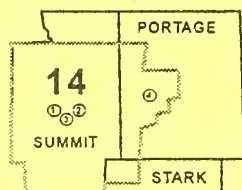
Rosemary D. Harrick, Head of Government Documents at Kent State University Libraries, writes:

According to our patrons, "Federal depositories must be the best kept secret around." It seems there is a lack of awareness of the wealth of information available in depositories, and the research services provided by documents librarians. To address this problem, the members of the SU-PORT Documents Librarians of Summit and Portage Counties (Ohio) created an informative pamphlet. The pamphlet features the collection highlights of the depositories of the 14th Congressional District, as well as general information to help people as they access our facilities. Copies of the pamphlet were widely distributed to libraries, government agencies, and businesses throughout the district.

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Portions of the pamphlet are reproduced on the next page, in case other depositories would like to promote their neighboring depositories in a similar fashion.

**FEDERAL DEPOSITORY LIBRARIES  
IN THE  
14TH CONGRESSIONAL DISTRICT**



The 14th Congressional District comprises most of Summit County, part of Portage and a small corner of Stark. Within this district there are four selective depository libraries:

1. Akron-Summit County Public Library
2. University of Akron, Bierce Library
3. University of Akron, School of Law Library
4. Kent State University, Libraries and Media Services, Main Library

**What is a Federal depository library?**

It is a library designated by Congress to provide access to U.S. government publications. All material remains the property of the Federal government. There are no copyright restrictions for government publications.

**What is a selective depository library?**

Selective depository libraries choose titles to meet the scholarly, research and popular needs of their clientele and citizens within the Congressional district.

**What is a regional depository library?**

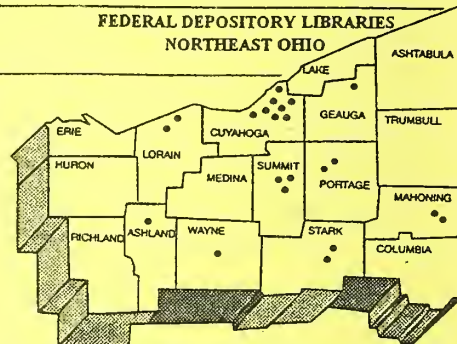
A regional depository library receives all depository publications. The State Library of Ohio in Columbus is the only regional depository library in the state.

**Who may use depository libraries?**

Free access, as defined by the Government Printing Office, means that any member of the general public may use government documents at the depository libraries. Free access to the resources of the documents collection by the general public is a fundamental obligation that all Federal depository libraries share.



**FEDERAL DEPOSITORY LIBRARIES  
NORTHEAST OHIO**



University of Akron  
 University of Akron, Law Library  
 Akron-Summit County Public Library  
 Ashland University Library  
 Cleveland Public Library  
 Cleveland State University Library  
 Case Western Reserve University, Law Library  
 Case Western Reserve University  
 Elyria Public Library  
 Geauga County Public Library  
 Hiram College Library  
 John Carroll University, Grasselli Library  
 Kent State University  
 Cleveland State University, Cleveland-  
 Marshall College of Law Library  
 Malone College  
 Mount Union College Library  
 Oberlin College  
 Porter Public Library  
 Cleveland Heights-University Heights Public Library  
 College of Wooster  
 Youngstown & Mahoning County Public Library  
 Youngstown State University

**LIBRARY HOURS, DOCUMENT AVAILABILITY, AND DOCUMENT  
REFERENCE ASSISTANCE AT DEPOSITORY LIBRARIES MAY VARY,  
PLEASE PHONE BEFORE MAKING A TRIP.**

1994/95





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